



Certification Program Specialist

The U.S. Election Assistance Commission (EAC) was established with the Help America Vote Act, which Congress passed in 2002 with strong bipartisan support. To fulfill its duties under HAVA, EAC provides assistance to states in the administration of elections. During its brief tenure, the commission has succeeded in developing the first federal voting system certification program, certifying three suites of voting systems; establishing the first comprehensive biennial Election Day survey; and providing a host of timely and practical tools and resources used by election officials across the country.

EAC also serves as a facilitator of inclusive dialogues and information sharing among broad and varied constituencies within the election administration community, regularly hosting roundtable discussions and public meetings on issues such as military and overseas voting, voter registration database administration, voting technology and voting accessibility. EAC also manages an online clearinghouse where all of its stakeholders – citizens, election officials, legislators, and voter advocates – can find in-depth information on a broad selection of election administration topics, from how to register to vote to how to recruit and train poll workers.

The Certification Program Specialist reports to the Director of Voting System Testing and Certification Program and is responsible for providing expert services for the division. The incumbent is charged with program support and coordination that includes writing, editing and evaluation activities.

Competitive applicants will have experience working with computer software or hardware testing; or system technology and development; and election administration and procedures. If you have knowledge of technical standards and testing of voting systems or comparable technology; skill in evaluating conformance to established guidelines; and are able to communicate technical concepts to audiences with little or not technical expertise, this may be an opportunity for you to join a well-skilled, knowledgeable, high performance workforce.

Qualified applicants should go to www.usajobs.gov (Job # EAC-10-01) for more information. Application materials must be submitted by the deadline: Friday, January 29, 2010. The U.S. Election Assistance Commission is an Equal Opportunity Employer. This Office prohibits discrimination on the basis of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, marital status or political affiliation.